

EvaluationKIT

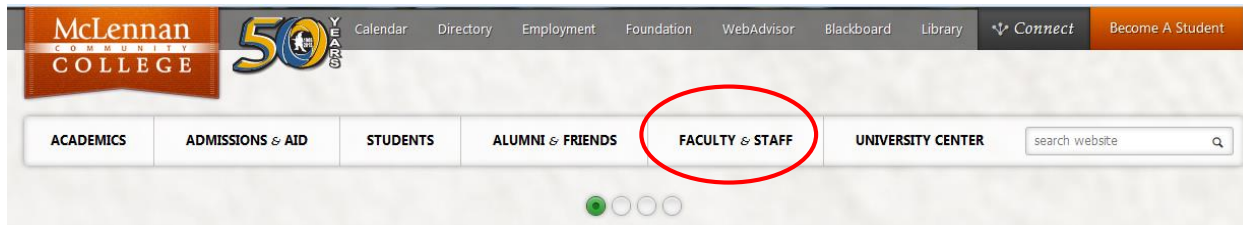
How to view your course evaluation results in
EvaluationKIT (eKit)

For Administration

Laura Wichman

January 6, 2016

Finding EvaluationKit



#1

Technology Resources



- [Center for Teaching and Learning](#)
- [Blackboard Enterprise](#)
- [Old Ecampus Server](#)
- [Blackboard Test Server](#)
- [Blackboard Development Server](#)
- [Faculty / Staff Email](#)
- [Technical Helpdesk](#)
- [Technical FAQs](#)
- [Institutional Research and Effectiveness](#)
- [SACS](#)
- [Video Recording Portal](#)
- [Instructor Plan Template](#)
- [SharePoint](#)
- [IronPort Quarantine Portal](#)
- [The Vault: McLennan's Digital Commons](#)
- [Course Evaluation Results](#)

#2

Accessing Compliance Assist

Username = MCC Network User Name without @mclennan.edu
Password = MCC Network Password

Sign-In

<input type="text" value="Username"/>	
<input type="password" value="Password"/>	
<input type="button" value="Login"/>	

If you need your password reset please contact the Help Desk at 8077 or [click here](#).

Welcome

- ▶ When users first log in, users will see a “Project Results” area where users can find the latest project results available to you.
- ▶ Ensure in the upper right corner of the screen it says, “Your Name”

The screenshot displays the EvaluationKIT dashboard. At the top, a dark blue navigation bar contains the logo 'EvaluationKIT' with a document icon, 'Home', and a 'Results' dropdown menu. On the right side of the navigation bar, the user's role 'Administrator' and name 'Fred Hills' are shown with a dropdown arrow, along with a help icon (question mark).

The main content area is divided into three sections:

- Notifications:** A light gray box with the text 'No Announcements at this time' and a blue link 'View All Notifications' with a right-pointing arrow.
- Project Results:** A light gray box containing three entries, each with a blue link for the course name and bold text for dates and status:
 - Course Evaluation - Winter 2015
Project End Date: 12/30/2015 Results Start: 1/4/2016 Results End: Open
 - Course Evaluation - Fall 2015 - 16 week Courses
Project End Date: 12/4/2015 Results Start: 12/14/2015 Results End: Open
 - Course Evaluation - Summer II 2015
Project End Date: 8/10/2015 Results Start: 8/14/2015 Results End: Open
- Response Rate Tracker:** A light gray box with the text 'No Project Found'.

Project Results

- ▶ Click the title of the project you wish to view.

The screenshot shows the EvaluationKIT web application interface. The top navigation bar includes the logo, 'Home', 'Results', 'Administrator', and 'Fred Hills'. The main content area is divided into three sections: 'Notifications', 'Project Results', and 'Response Rate Tracker'. The 'Project Results' section contains a table with three rows of project data. The second row, 'Course Evaluation - Fall 2015 - 16 week Courses', is circled in red. The 'Response Rate Tracker' section shows 'No Project Found'.

Project Results
Course Evaluation - Winter 2015 Project End Date: 12/30/2015 Results Start: 1/4/2016 Results End: Open
Course Evaluation - Fall 2015 - 16 week Courses Project End Date: 12/4/2015 Results Start: 12/14/2015 Results End: Open
Course Evaluation - Summer II 2015 Project End Date: 8/10/2015 Results Start: 8/14/2015 Results End: Open

- ▶ You will be given 4 options to view results:
 - ▶ Template Reports
 - ▶ By Hierarchy Level
 - ▶ View results by department
 - ▶ By Course Section
 - ▶ View results by specific course or aggregate specific courses
 - ▶ By Instructor
 - ▶ View results of instructor for specific course or aggregate all courses taught by instructor



Project Results - Hierarchy Level Results

Project Results - Hierarchy Level Results

- ▶ Click the Home Button
- ▶ Results will default to results By Hierarchy Level
- ▶ Click within the box that says “Select Level”

Project Hierarchy Level Results Course Evaluation - Fall 2015 - 16 week Courses

By Hierarchy Level By Course Section By Instructor

View Results

Hierarchy Level

Select Level



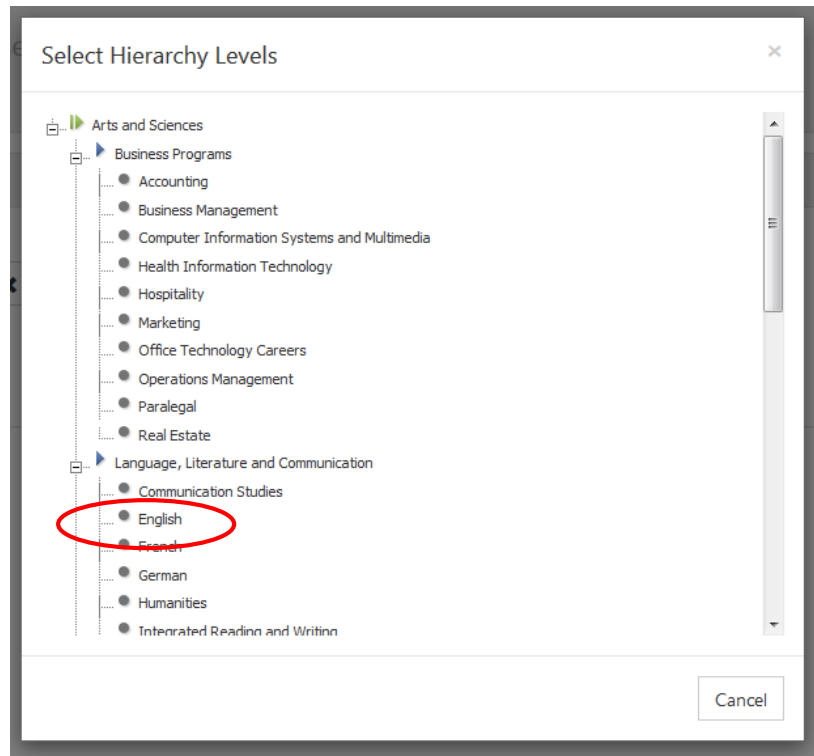
 PDF Report

 PDF Report + Comments

 Raw Data

Project Results - Hierarchy Level Results

- ▶ A dialog box will appear showing the hierarchy of the evaluation system.
- ▶ Scroll through the list and find the one level you would like to view results for.



Project Results - Hierarchy Level Results

- ▶ Results are available in three formats:
 - ▶ PDF Report (does not include student comments)
 - ▶ PDF Report + Comments
 - ▶ We recommend this option
 - ▶ Raw Data (excel file format)
- ▶ Click the format you would like to download
 - ▶ The download will automatically begin.

View Results

Hierarchy Level

 ✕

[PDF Report](#) [PDF Report + Comments](#) [Raw Data](#)



Project Results - Course Section

Project Results - Course Section

- ▶ Click the tab titled “By Course Section”
- ▶ If you know the course code, input that in the in “Code” text box below “Search Course Sections” and click Search.
 - ▶ Course Code is SUBJECT_COURSE_SECTION_TERM
 - ▶ ENGL_1301_01_2015FA
- ▶ You can also search by title or hierarchy

Project Course Section Results Course Evaluation - Fall 2015 - 16 week Courses

By Hierarchy **By Course Section** By Instructor

Q Search Course Sections

Code Title Unique ID Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

[Batch Report](#)

Course Results

<input type="checkbox"/> Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> ACNT_1303_05_2015FA	2015 ACNT 1303 05	110492	Accounting	View
<input type="checkbox"/> ACNT_1303_08_2015FA	2015 FA ACNT 1303 08	110494	Accounting	View
<input type="checkbox"/> ACNT_1331_50_2015FA	2015 FA ACNT 1331 50	110505	Accounting	View
<input type="checkbox"/> ACNT_1313_H1_2015FA	2015 FALL Computerized Acct Applications	110502	Accounting	View
<input type="checkbox"/> ACNT_1303_90_2015FA	2015 FALL INTERNET Intro to Accounting I	110500	Accounting	View

Project Results - Course Section

- ▶ Then select one or more courses from the list that appears under “Course Results” by click the checkbox next to the desired course(s).
- ▶ To view a single report of the course click the download icon under the view column
 - ▶ We recommend selecting PDF + Comments for a full report.

Project Course Section Results Course Evaluation - Fall 2015 - 16 week Courses

By Hierarchy Level **By Course Section** By Instructor






Q Search Course Sections

Code Title Unique ID Hierarchy Level

Show Columns
 Course Code Title Unique ID Hierarchy Level

Search Reset

[Batch Report](#)

<input type="checkbox"/> Code	Title ^	Unique ID	Hierarchy Level	View
<input type="checkbox"/> ACNT_1303_05_2015FA	2015 ACNT 1303 05	110492	Accounting	
<input type="checkbox"/> ACNT_1303_08_2015FA	2015 FA ACNT 1303 08	110494	Accounting	
<input type="checkbox"/> ACNT_1331_50_2015FA	2015 FA ACNT 1331 50	110505	Accounting	
<input type="checkbox"/> ACNT_1313_H1_2015FA	2015 FALL Computerized Acct Applications	110502	Accounting	
<input type="checkbox"/> ACNT_1303_90_2015FA	2015 FALL INTERNET Intro to Accounting I	110500	Accounting	

Project Results - Course Section

- ▶ To view an aggregate report select the courses you wish to aggregate by clicking the checkbox next to the respective courses.
- ▶ Click “Batch Report”

Project Course Section Results Course Evalu


By Hierarchy Level | By Course Section | By Instructor

Q Search Course Sections

Code Title

Show Columns

Course Code Title Unique ID Hierarchy Level

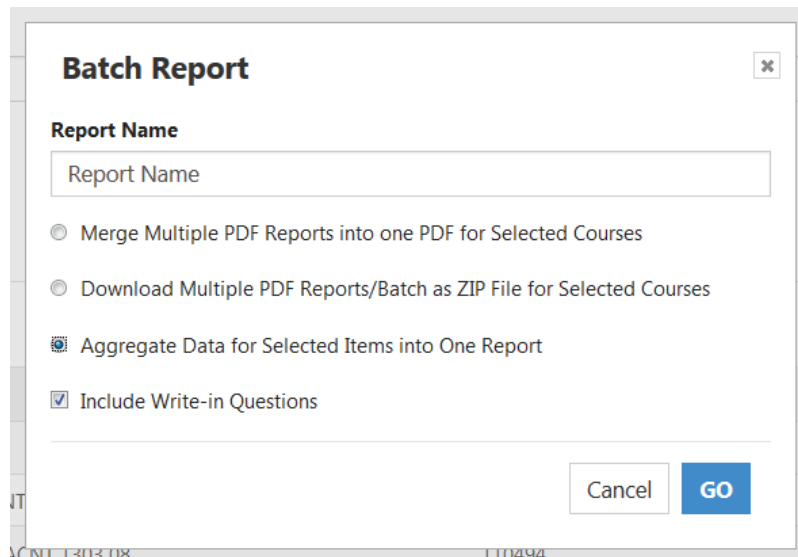
 [Batch Report](#)

Course Results

<input type="checkbox"/>	Code	Title ^
<input checked="" type="checkbox"/>	ACNT_1303_05_2015FA	2015 ACNT 1303
<input checked="" type="checkbox"/>	ACNT_1303_08_2015FA	2015 FA ACNT 13
<input checked="" type="checkbox"/>	ACNT_1331_50_2015FA	2015 FA ACNT 13
<input checked="" type="checkbox"/>	ACNT_1313_H1_2015FA	2015 FALL Compu
<input type="checkbox"/>	ACNT_1303_90_2015FA	2015 FALL INTER

Project Results - Course Section

- ▶ Give the report a name
- ▶ Click the radio button next to “Aggregate Data for Selected Items into One Report”
- ▶ Click “Go”
- ▶ You will receive an email when the report is ready to view.



The screenshot shows a dialog box titled "Batch Report" with a close button (X) in the top right corner. Below the title, there is a section labeled "Report Name" with a text input field containing the placeholder text "Report Name". Underneath the input field, there are four radio button options and one checked checkbox option. The radio button options are: "Merge Multiple PDF Reports into one PDF for Selected Courses", "Download Multiple PDF Reports/Batch as ZIP File for Selected Courses", and "Aggregate Data for Selected Items into One Report". The checkbox option is "Include Write-in Questions". At the bottom right of the dialog box, there are two buttons: "Cancel" and "GO".

The background features abstract geometric shapes in shades of blue and green. On the left, a solid blue shape tapers towards the top. On the right, there are overlapping, semi-transparent shapes in various shades of blue and green, creating a layered effect. The central area is white, providing a clear space for the text.

Project Results - Instructor

Project Results - Instructor

- ▶ Click the tab titled “By Instructor”
- ▶ If you know the instructors name, input that in the in “Instructor Name” text box below “Instructors” and click Search.
 - ▶ You can search by first and last name, just first name, or just last name.
- ▶ You may also select from the list that appears under “Course Results.”

Project Course Instructor Results Course Evaluation - Fall 2015 - 16 w

By Hierarchy Level By Course Section **By Instructor**

Q Instructors

Instructor Name

Hierarchy Level x

Show Columns

Course Code Title Unique ID Hierarchy Level




[Batch Report](#)

Project Results - Instructor


- ▶ Once you find the instructor you wish to generate results for you can view a single report of a course click the download icon under the view column
 - ▶ We recommend selecting PDF + Comments for a full report.
- ▶ To view an aggregate report select the courses you wish to aggregate by clicking the checkbox next to the respective courses.

 Batch Report

Course Results

<input type="checkbox"/> Name ^	Course Code	Title	Unique ID	Hierarchy Level	View
<input type="checkbox"/> Wichman, Laura	BUSI_1301_F3_2015FA	Business Principles	113680	Business Management	
<input type="checkbox"/> Wichman, Laura	BCISL_1305_H5_2015FA	BCISL_1305_H5_2015FA	110556	Computer Information Systems and Multimedia	
<input type="checkbox"/> Wichman, Laura	COSCL_1301_05_2015FA	COSCL_1301_05_2015FA	110732	Computer Information Systems and Multimedia	

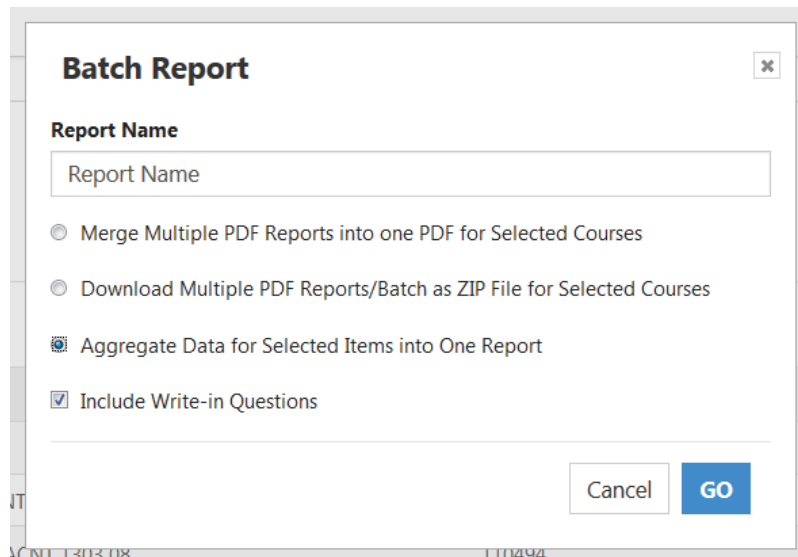
Total 3

Records per page 25 

◀ Page 1 of 1 ▶ 

Project Results - Instructor

- ▶ Give the report a name
- ▶ Click the radio button next to “Aggregate Data for Selected Items into One Report”
- ▶ Click “Go”
- ▶ You will receive an email when the report is ready to view.



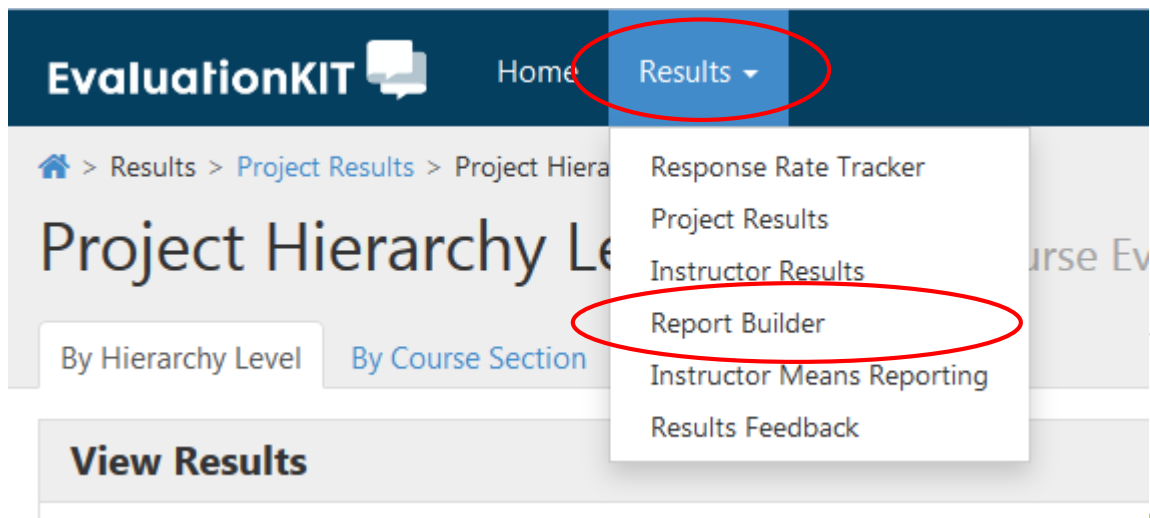
The screenshot shows a dialog box titled "Batch Report" with a close button (X) in the top right corner. Below the title, there is a section labeled "Report Name" with a text input field containing the placeholder text "Report Name". Underneath the input field, there are four radio button options: "Merge Multiple PDF Reports into one PDF for Selected Courses", "Download Multiple PDF Reports/Batch as ZIP File for Selected Courses", "Aggregate Data for Selected Items into One Report" (which is selected), and "Include Write-in Questions" (which is checked with a checkbox). At the bottom of the dialog, there are two buttons: "Cancel" and "GO".

Report Builder

Existing Reports

Results - Report Builder

- ▶ There is are a series of report templates you have access to depending on your administrative position that have been created and shared with you for your specific departments and divisions.
- ▶ To access those templates click Results > Report Builder



The screenshot displays the EvaluationKIT web application interface. At the top, a dark blue navigation bar contains the 'EvaluationKIT' logo, a home icon, and a 'Home' link. A 'Results' dropdown menu is open, with a red circle highlighting the 'Results' text in the navigation bar and the 'Report Builder' option in the dropdown menu. The dropdown menu also lists 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Instructor Means Reporting', and 'Results Feedback'. Below the navigation bar, a breadcrumb trail shows 'Home > Results > Project Results > Project Hierarchy'. The main content area features a heading 'Project Hierarchy Le' and two filter buttons: 'By Hierarchy Level' and 'By Course Section'. A 'View Results' button is visible at the bottom of the page.

Results - Report Builder

- ▶ These reports will show evaluation results for your departments within your area.
 - ▶ This examples shows the Dean of Arts & Sciences reports; you may have access to similar reports








Reports									
Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share	
Fall 2015 - Dean Report - Arts & Sciences	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Visual & Performing Arts	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Social & Behavioral Science	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Physical Education & Health	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Math & Science	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Language, Literature & Communications	Report by Department	Result Available	1/5/2016					Shared	
Fall 2015 - Division Report - Business Programs	Report by Department	Result Available	1/5/2016					Shared	
Total 7									

Records per page

Page of 1

Results - Report Builder

- ▶ You can view a report by clicking the icon under “View” next to the appropriate report name.

Reports									
Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share	
Fall 2015 - Dean Report - Arts & Sciences	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Visual & Performing Arts	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Social & Behavioral Science	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Physical Education & Health	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Math & Science	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Language, Literature & Communications	Report by Department	Result Available	1/5/2016						Shared
Fall 2015 - Division Report - Business Programs	Report by Department	Result Available	1/5/2016						Shared
Total 7									

Records per page ◻ ◀ ◀ Page 1 of 1 ▶ ▶

Results - Report Builder

- ▶ The evaluation results for the report will appear.

View Report Fall 2015 - Division Report - Social & Behavioral Science

Select Questions Show/Hide Export

Instructor : The instructor thoroughly explained the course requirements at the beginning of the semester.

Project / Level	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Respondents/ Enrollments	Mean	STD
Course Evaluation - Fall 2015 - 16 week Courses	1040 (77.09%)	266 (19.72%)	27 (2%)	16 (1.19%)	1346/6096 (22.08%)	1.27	0.56
Social and Behavioral Science: Anthropology	5 (50%)	3 (30%)	2 (20%)	0 (0%)	10/24 (41.67%)	1.70	0.82
Social and Behavioral Science: Geography	4 (33.33%)	4 (33.33%)	1 (8.33%)	3 (25%)	9/46 (19.57%)	2.25	1.22
Social and Behavioral Science: Government	237 (72.92%)	74 (22.77%)	9 (2.77%)	5 (1.54%)	325/1493 (21.77%)	1.33	0.61
Social and Behavioral Science: History	243 (78.39%)	57 (18.39%)	5 (1.61%)	5 (1.61%)	310/1853 (16.73%)	1.26	0.57
Social and Behavioral Science: Philosophy	107 (76.98%)	29 (20.86%)	1 (0.72%)	2 (1.44%)	139/616 (22.56%)	1.27	0.55
Social and Behavioral Science: Psychology	345 (80.23%)	78 (18.14%)	6 (1.4%)	1 (0.23%)	430/1659 (25.92%)	1.22	0.46
Social and Behavioral Science: Sociology	99 (80.49%)	21 (17.07%)	3 (2.44%)	0 (0%)	123/405 (30.37%)	1.22	0.47
Total	1040 (77.09%)	266 (19.72%)	27 (2%)	16 (1.19%)	1346/6096 (22.08%)	1.27	0.56

Results - Report Builder

- ▶ You are able to view the frequency and percentage of students that selected that they Strongly Agree, Agree, Disagree or Strongly Disagree with the question indicated in each department, as well as an aggregate of all departments in the report.

View Report Fall 2015 - Division Report - Social & Behavioral Science

[Select Questions](#) [Show/Hide](#) [Export](#)

Instructor : The instructor thoroughly explained the course requirements at the beginning of the semester.		
Project / Level	Strongly Agree (1)	Agree (2)
Course Evaluation - Fall 2015 - 16 week Courses	1040 (77.09%)	266 (19.72%)
Social and Behavioral Science: Anthropology	5 (50%)	3 (30%)
Social and Behavioral Science: Geography	4 (33.33%)	4 (33.33%)
Social and Behavioral Science: Government	237 (72.92%)	74 (22.77%)
Social and Behavioral Science: History	243 (78.39%)	57 (18.39%)
Social and Behavioral Science: Philosophy	107 (76.98%)	29 (20.86%)
Social and Behavioral Science: Psychology	345 (80.23%)	78 (18.14%)
Social and Behavioral Science: Sociology	99 (80.49%)	21 (17.07%)
Total	1040 (77.09%)	266 (19.72%)

Results - Report Builder

- ▶ You may view the results on your screen, show/hide questions or export the report to pdf or excel.

View Report Fall 2015 - Division Report - Social & Behavioral Science

Select Questions Show/Hide Export

Instructor : The instructor thoroughly explained the course requirements at the beginning of the semester.

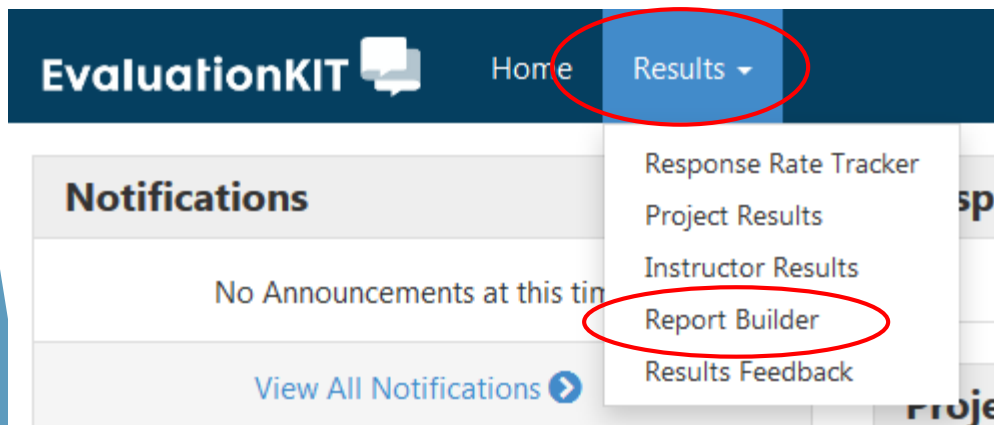
Project / Level	Strongly Agree (1)	Agree (2)
Course Evaluation - Fall 2015 - 16 week Courses	1040 (77.09%)	266 (19.72%)
Social and Behavioral Science: Anthropology	5 (50%)	3 (30%)
Social and Behavioral Science: Geography	4 (33.33%)	4 (33.33%)
Social and Behavioral Science: Government	237 (72.92%)	74 (22.77%)
Social and Behavioral Science: History	243 (78.39%)	57 (18.39%)
Social and Behavioral Science: Philosophy	107 (76.98%)	29 (20.86%)
Social and Behavioral Science: Psychology	345 (80.23%)	78 (18.14%)
Social and Behavioral Science: Sociology	99 (80.49%)	21 (17.07%)
Total	1040 (77.09%)	266 (19.72%)

Report Builder

Create Reports

Report Builder - Create New Report

- ▶ eKit allows users to build their own reports based on templates eKit provides.
- ▶ Click Results
- ▶ Click Report Builder
- ▶ Create New Report



The screenshot shows the top navigation bar of the EvaluationKIT interface. The 'Results' menu item is circled in red. A dropdown menu is open, listing several options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder' (circled in red), and 'Results Feedback'. Below the navigation bar, there is a 'Notifications' section with the text 'No Announcements at this time' and a 'View All Notifications' link.

Report Builder

[+ Create New Report](#)

Report Builder - Properties

- ▶ Give your report a name and description
- ▶ Click Continue

Report Properties

Report Name

Laura's Test

Description

This is a test report

Continue >

Exit

Report Builder - Projects

- ▶ Select the checkbox next to the project(s) you wish to select
- ▶ Click “Add Selected Projects”
- ▶ The project name will be added under Report Projects
- ▶ Click Continue

 Add Selected Projects

Select Projects	
Name	
<input type="checkbox"/>	Course Evaluation - Fall 2015 - 16 week Courses

Report Projects	
Project Name	
	Course Evaluation - Fall 2015 - 16 week Courses
Continue >	Exit

Report Builder - Questions

- ▶ Select the checkbox next to the question(s) you wish to include in the report
 - ▶ Note you may select “Select All” if you wish to include all questions
- ▶ Click Continue



Targeted Survey: Course Evaluations - Version 2

Select all

Report Builder - Build Query

- ▶ Select the checkbox next to the Department(s) you wish to include in the report
- ▶ Click “Add Selected Areas”
- ▶ The area name will be added under Report Areas
- ▶ Click Continue if you wish to include all questions used and all courses you taught

Report Builder - Build Query

- ▶ Select the checkbox next to the Department(s) you wish to include in the report
- ▶ Click “Add Selected Areas”
- ▶ The area name will be added under Report Areas
- ▶ Click Continue at the top of the page to include all courses you taught, and skip to the page titled “Report Building - Report Template” of this documentation
 - ▶ If you wish to choose questions or select specific courses please continue to the next page.

Report Properties Projects Questions Build Query

Continue > Exit

Report Areas

Name	Pat
Business Management	Mc

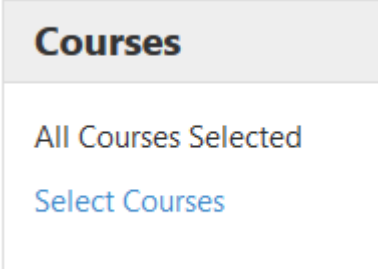
Add Areas

+ Add Selected Areas

Select	Name
<input type="checkbox"/>	Computer Information Systems and Multimedia

Report Builder - Build Query - Select Courses

- ▶ Click “Select Courses” under “Courses”
- ▶ If you know the specific course code you may enter it under “Code” and click Search.
 - ▶ The “Code” naming convention is: SUBJECT_COURSE_SECTION_TERM (i.e. ENGL_1301_01_2015FA)
- ▶ Click the checkbox next to the course(s) you wish to include in the report.
- ▶ Click “Add Selected Courses”
- ▶ The page will refresh and it will show the number of selected courses under “Courses”
- ▶ Click Continue at the top of the page.



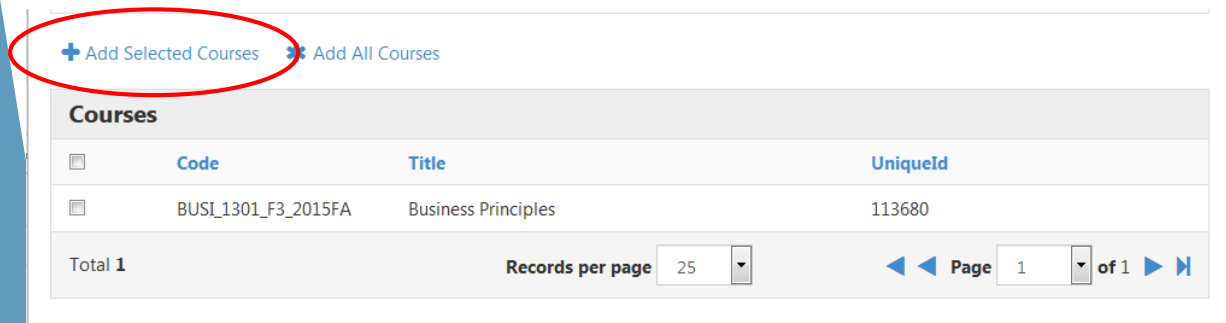
Courses

All Courses Selected

Select Courses

Report Builder - Build Query - Select Courses

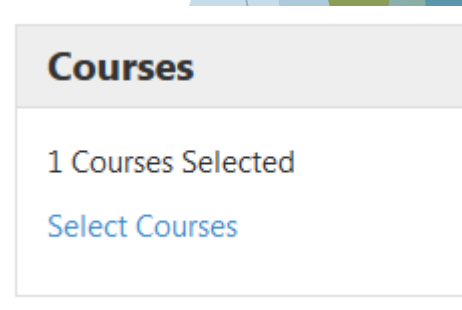
- ▶ Selected Courses Only (All Courses Selected) to see a list of the available sections and click Search.
- ▶ Click the checkbox next to the course(s) you wish to include in the report.
- ▶ Click “Add Selected Courses”
- ▶ The page will refresh and it will show the number of selected courses under “Courses”
- ▶ Click Continue at the top of the page.



The screenshot shows the top of the Report Builder interface. At the top, there are two buttons: "+ Add Selected Courses" and "+ Add All Courses". The "+ Add Selected Courses" button is circled in red. Below the buttons is a table with the following data:

<input type="checkbox"/>	Code	Title	Uniqueid
<input type="checkbox"/>	BUSI_1301_F3_2015FA	Business Principles	113680

At the bottom of the table, there is a summary row: "Total 1". To the right of the summary row, there is a "Records per page" dropdown menu set to "25", and a "Page 1 of 1" navigation bar with left and right arrows.



The screenshot shows a summary panel titled "Courses". It displays "1 Courses Selected" and a blue link "Select Courses".

Report Builder - Report Template

- ▶ Select the template that best fits your report by clicking the numbers 1-8 at the bottom of the page.
 - ▶ The page will refresh showing you a preview of the report.
- ▶ Click Generate at the top of the page



Select a template by clicking on a number, then click on the "Generate" button.

3. Project Summary Report

- Organized by Project(s)
- Summarizes individual survey questions for all Courses and respondents at the Project-level
- Can be used to compare across multiple Projects

Reasonableness of assigned work was:							
Project	Poor (1)	Fair (2)	Good (3)	Very Good (4)	Respondents/ Enrollments	Mean	STD
Project 2	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05
Total	1 (16.67%)	2 (33.33%)	2 (33.33%)	1 (16.67%)	6 / 6 (100.00%)	2.50	1.05



Report Builder - View Report

- ▶ Once the report is generated your screen will refresh. You can now view the report, select specific questions, show/hide data, export to a pdf for excel, or share the report with another user.

Report Properties > Projects > Questions > Build Query > Report Template > View Report

Select Questions Show/Hide Export Share

Instructor : The instructor thoroughly explained the course requirements at the beginning of the semester.

Project	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Respondents/ Enrollments	Mean	STD
Course Evaluation - Fall 2015 - 16 week Courses	7 (87.5%)	1 (12.5%)	0 (0%)	0 (0%)	8/22 (36.36%)	1.13	0.35
Total	7 (87.5%)	1 (12.5%)	0 (0%)	0 (0%)	8/22 (36.36%)	1.13	0.35

Report Builder

- ▶ Once the report is generated it will automatically save to your profile.
- ▶ Click Results > Report Builder to return to the Report Builder home and see the newly created report listed under “Reports.”

The screenshot shows the top navigation bar of the EvaluationKIT system. The bar is dark blue with the text 'EvaluationKIT' on the left, a 'Home' link in the center, and a 'Results' dropdown menu on the right. The 'Results' dropdown is open, showing a list of options: 'Response Rate Tracker', 'Project Results', 'Instructor Results', 'Report Builder', and 'Results Feedback'. The 'Report Builder' option is circled in red. Below the navigation bar, there is a 'Notifications' section with the text 'No Announcements at this time' and a 'View All Notifications' link with a right-pointing arrow.

The screenshot shows a table titled 'Reports'. The table has a header row with the text 'Name' and a data row with the text 'Laura's Test'. Below the data row, there is a summary row with the text 'Total 1'. The table is light gray with a white background for the data rows.

Reports
Name
Laura's Test
Total 1

Report Builder

- ▶ When reports are saved, you can then view them at a later date, edit, copy, delete or share them all from the Report Builder home page.

Reports										
Name	Description	Status	Date Created	View	Edit	Copy	Delete	Share		
Laura's Test	This is a test report	Result Available	1/5/2016							
Total 1		Records per page	25							

Questions?

- ▶ If you are in need of evaluation results prior to Summer I 2015, please contact:
- ▶ Or if you have any questions or would like assistance please contact:
- ▶ Laura Wichman
Senior Research Analyst
lwichman@mclennan.edu
254.299.8476

